

## Sonoma County Fire Memorial: 2024 Summer/Fall Timeline

Task	Action	Participants	Timeline
<p><b>July Task Force (TF) Meeting:</b> Currently scheduled Task Force Meeting (need to reschedule)</p> <p>Possible dates include: Before RFQ due: July 8, 9 After RFQ due: July 22, 23, 24, 25 or 26</p>	Send out doodle poll to select a new date	KD, TF	Wednesday, July 17, 2024
<b>Deadline for RFQ:</b> Deadline for applicants to submit RFQ	Be available for questions on submission day	CS	Friday, July 19, 2024
<b>RFQ Processing:</b> Creative Sonoma & Karin process applications for committee review, and make available on July 24	Hold time on our calendars to process applications in Submittable	CS, KD	July 22 - 24
<b>Review &amp; Scoring:</b> Task Force reviews and scores applications (2.5 weeks)	Review and score	TF	Wednesday, July 24 - Friday, August 9
<b>TF Submission Deadline:</b> Task Force to submits final scores on Submittable	Close all reviews in Submittable	TF	Friday, August 9
<b>Review &amp; Prep Scores:</b> Creative Sonoma & Karin review scores and prepare for Task Force meeting to select 3-5 finalists	- Schedule time on calendar to prepare RFQs, review scores submitted, prepare documents for final selection meeting	CS, KD	Friday, August 9 - Wednesday, August 14
<b>Special Meeting:</b> Finalists Selection Meeting with Task Force rescheduling regular meeting to one week earlier	-Reschedule TF meeting from August 21 to August 14	CS, KD, TF	August 14, 2024
<b>Contact Finalists:</b> reach out to those moving onto the finalist stage and schedule interviews	- Contact finalists, schedule site visits, schedule interviews	KD	August 15- August 30
<b>Site visits with finalists:</b> Work with Task Force to schedule site visits and interviews	- Hold time on TF calendars for interviews, Hold time on Creative Sonoma & Karin's calendar to host site visits and hold interviews	CS, KD, TF	Early September
<b>Finalist Artist Selection:</b> Based on site visit, interviews, additional submission documents, select final artist	- TF to select artist at regularly scheduled September meeting	CS, KD, TF	September 18, 2024
<b>Artist Contract Approved by Board</b>			November 2024
<b>Artist-Led Community Engagement and Site-Specific Design Development</b>			Jan. - Mar. 2025
<b>Final Design Approval</b>			April 2025
<b>Fabrication &amp; Site Preparation</b>			May - July 2025
<b>Installation Completed</b>			September 2025